

25X1A

Contracts, Amendments, executed during period of  
10 September 1953 through 16 September 1953

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Security Information

Status of Contract Actions Pending for Contract Section  
As of 16 September 1953

A. No Action	10	
B. Pending receipt of more information, clearances, etc.	9	
C. Pending bid Opening and Award	2	
D. Negotiations Underway	8	
E. Pending drafting of contractual documents	8	37
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor	22	
2. Pending signature of Contractor	19	
3. Pending final clearance and signature of Contracting Officer	<u>3</u>	<u>44</u> <u>81</u>

Note: 5 actual requisitions and 25 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 30 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 18.

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## PURCHASE SECTION REPORT

For Week Ended 16 September 1953

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Requisitions

Balance pending end of previous week	236
Received during week	83
	<u>319</u>
Completed during week	90
Balance pending end of week	<u>229</u>

Purchase Orders Issued

115 \$20,326.65

Backlog of Typing

Purchase Orders	10
Correspondence	1
Invitations to Bid	1
Bills of Lading	0
Total	<u>12</u>

## STATUS OF PENDING REQUISITIONS\*

Estimated ValueA. Without Action

Held less than 15 days	106	\$25,700.00
Held more than 15 days	<u>-0-</u>	<u>-0-</u>
Total	106	25,700.00

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	10	1,450.00
Held more than 30 days	0	<u>-0-</u>
Total	10	1,450.00

Pending Receipt or Opening of Bids

Held less than 30 days	83	11,510.00
Held more than 30 days	0	<u>-0-</u>
Total	83	11,510.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	2	250.00
Held more than 30 days	0	<u>-0-</u>
Total	2	250.00

Pending Completion of Service and/or Billing

Held less than 30 days	28	750.00
Held more than 30 days	0	<u>-0-</u>
Total	28	750.00

Total with Action

123 13,960.00

C. Total Pending Requisitions

229 39,660.00

## D. Total Hours of Overtime during the past week:

None

\*Details for each Purchasing Agent are in Purchase Section

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